

Utah Department of Health, Child Care Licensing
Out of School Time Program Initial Announced Inspection Checklist A -- General Inspection Items

Program Name:			Facility Phone #:		
Address:				Program ID #:	
Director (or Designee):				Licensed Capacity:	
Licensing Specialist(s):				# of Classrooms:	
Inspection Date: / /	Start Time:	End Time:	License Expiration Date: / /		
Phone Interview Date: / /					
Licensur Notes:					

Owner / Director Introductory Items	
	Introduce any unknown Bureau staff to the Owner/Director.
	Give the Owner/Director a brief explanation of the inspection process.
	Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the
	If the Program transports children, let the Owner/Director know that at some point during the inspection, you will need to inspect the vehicles used to transport children.

GENERAL INDOOR INSPECTION ITEMS	X = Compliance O = Noncompliance		
Posted / Entry Area Items		Rule #	Level
A 1. (Observe.) Child care license posted in a place readily visible to the public?		R430-2-10(2):06	3
A 2. (Observe.) Total # of children present exceed total licensed capacity?		R430-2-4(4)(c):06	1
A 3. (Observe.) Department's child care guide posted where parents can see it?		70-13(1):10	3
If food service is provided,			
A 4 (Observe.) Is current week's menu posted where parents can see it?		70-15(1)(d):10	3
Notes:			
General Indoor Environment		Rule #	Level
A 5. (Observe.) Adequate light intensity throughout the facility for the safety of children and the type of activity?		70-4(9):10	3
A 6. (Observe.) Facility free of insects, rodents, and other vermin?		70-5(3):10	1, 2, 3

A 7. (Observe.) Facility has a working telephone?		70-8(9):10	1, 2, 3
A 8. (Observe.) Are children in shared areas of the facility supervised? (If no, check written policies for bathroom use.) (N/A if no children in shared areas of the facility.)		70-11(1):10	1
A 9. (Observe.) Are required caregiver to child ratios of 1 : 20 maintained for children in shared areas of the facility? (N/A if no children in shared areas of the facility.)		70-11(4):10 70-11(6):10	1, 2, 3 1, 2, 3
A 10. (Observe.) Are group size requirements of 40 children per group met in shared areas of the facility? (N/A if no children in shared areas of the facility.)		70-11(5):10	1, 2, 3
Notes:			
Children's Restrooms		Rule #	Level
A 11. Are restrooms clean and sanitary?		70-5(1):10 70-5(2):10	2, 3 1, 2
A 12. (Observe.) Is hot water accessible to children between 60 and 120 degrees?		70-12(6):10 70-16(1):10 70-16(2):10	2, 3 2 2
A 13. (Observe.) Is soap (cannot be bar soap) available for children to wash their hands?		70-16(2)(a)-(e):10	2
A 14. (Observe.) Only single use towels from covered dispenser or electric hand-drying device used after handwashing?		70-16(3):10	2
A 15. (Observe.) Is toilet paper accessible to children, and kept on a dispenser?		70-16(4):10	2
A 16. (Observe.) Are handwashing procedures posted at each sink, and followed?		70-16(5):10	3
A 17. (Observe.) Is restroom free of tripping hazards?		70-12(2):10	2
A 18. (Observe.) Restroom free of unstable heavy equipment a child could pull down?		70-12(3):10	2
(Observe all.) Are the following items inaccessible to children?			
A 19. Firearms, ammunition, and other weapons?		70-12(4)(a):10	2
A 20. Tobacco, alcohol, illegal substances, and sexually explicit material?		70-12(4)(b):10	1, 3
A 21. When in use, portable space heaters?		70-12(4)(c):10	1, 2
A 22. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)		70-12(4)(d):10	2
A 23. Poisonous plants?		70-12(4)(e):10	2, 3
A 24. Matches or cigarette lighters?		70-12(4)(f):10	2
A 25. Open flames?		70-12(4)(g):10	1
A 26. Razors or similarly sharp blades?		70-12(4)(h):10	2
A 27. (Observe.) Toxic and hazardous chemicals stored in a labeled container?		70-12(5):10	2
Notes:			
Food Service & Kitchen (N/A for this section if the program does not prepare or serve meals or snacks.)		Rule #	Level
A 28. (Observe.) Kitchen clean and sanitary, except for normal daily food preparation?		70-5(1):10	2, 3
A 29. (Observe.) Evidence of insects, rodents, or other vermin?		70-5(3):10	1, 2, 3

A 30. (Observe.) Children's food served on dishes or napkins, except for individual serving size items placed directly on children's hands? N/O if not observed.		70-15(3):10	
A 31. ► (Observe and ask.) Any food allergies/sensitivities posted in food preparation area? Are caregivers/cooks aware of them?		70-15(4):10	1, 2
A 32. (Observe.) Refrigerated medications stored in a leak proof container? (N/A if there are no refrigerated medications.)		70-17(3):10	2
Notes:			
Medications (N/A for this section if the program does not administer medications, or if medications are stored in individual rooms.)		Rule #	Level
A 33. ► (Observe and ask.) Are non-refrigerated medications inaccessible to children and stored in locked area or container? (N/A if there are no medications.)		70-17(3):10	2
A 34. (Observe all.) Are all over-the-counter and prescription medications: (N/A if there are no medications.)			
Labeled with the child's full name if brought in by a parent (if not purchased by the program for all children)?		70-17(2)(a)-(d):10	2
Kept in the original or pharmacy container?		70-17(2)(a)-(d):10	2
Have the original label?		70-17(2)(a)-(d):10	2
Have child-safety caps?		70-17(2)(a)-(d):10	2
Notes:			

OWNER / DIRECTOR INTERVIEW QUESTIONS		X = Compliance O = Noncompliance	
Personnel & Staffing		Rule #	Level
A 35. Is the program director at least 21 years of age?		70-7(1):10	2
A 36. Are all caregivers at least 18 years of age?		70-7(2):10	1, 2
A 37. ► (Ask and observe.) Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? (N/A if no assistant caregivers.)		70-7(3)-(4):10	1, 2
A 38. Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been arrested, charged, or convicted of a felony or misdemeanor?		6-4(9):09	1
A 39. Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been investigated with a supported finding of abuse or neglect by the Department of Human Services?		6-6(4):09	1
Notes:			
Safety & Sanitation		Rule #	Level
A 40. Are bathroom surfaces cleaned and sanitized daily?		70-5(2):10	1, 2
A 41. How do you ensure that personal hygiene items such as toothbrushes and/or hair accessories are sanitized between each use if they are shared by children or used by staff on more than one child? (N/A if there are no personal hygiene items.)		70-16(7):10	2
A 42. Who cleans and sanitizes washable toys and materials? Are they cleaned and sanitized weekly, and as needed?		70-16(8):10	2
A 43. Are water play tables or tubs washed and sanitized daily, and do children wash hands prior to using them? (N/A if not used.)		70-16(10):10	2

Administration		Rule #	Level
A 44. How many hours each week is the program director on-site at the facility? Must be at least 50% of the time the program is open to children.		70-8(7):10	1, 2, 3
A 45. Does the program director also have caregiving duties? If yes, for how many hours per week, in addition to the time s/he spends managing the program? Determined by the size of the program.		70-8(8):10	3
A 46. Since you opened, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days?		70-8(10):10	3
Do you keep the following records on-site for at least six weeks:			
A 47. Medication permission and administration forms. (N/A if the program does not administer medications.)		70-9(4)(d):10	3
		70-17(4)(a)-(c):10	2
		70-17(7)(e):10	2
A 48. Incident, accident, and injury reports.		70-9(4)(e):10	3
		70-13(4):10	3
A 49. Is food and drink brought from home labeled with child's name, and refrigerated if needed?		70-15(5):10	1, 3
A 50. What are your sign-in and sign-out procedures? Is each child signed in and out by the person dropping off or picking up, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks a child up? Are children allowed to sign themselves in and out of the program? If so, does the program have written permission from parent?		70-13(3)(a)-(e):10	1, 3
A 51. Do parents have access to the facility, and to their child's room/area, any time their child is in care?		70-13(2):10	3
Notes:			
Animals		Rule #	Level
A 52. ► (Ask and observe .) Are children ever allowed to handle reptiles or amphibians?		70-22(6):10	2
Are there any animals at the facility? (N/A for remaining animal questions if the answer is no.)			
A 53. ► (Ask and observe .) If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children?		70-22(2):10	1, 3
A 54. ► (Ask and observe .) Have any of the animals at the facility ever bitten anyone, or displayed any other dangerous or aggressive behavior?		70-22(4):10	1
A 55. ► (Ask and observe.) Are animals ever allowed in food preparation or eating areas?		70-22(5):10	2
Notes:			
Off-Site Activities (N/A if the program does not take children off-site.)		Rule #	Level
A 56. Do caregivers take children's emergency information and releases with them during off-site activities?		70-20(5)(b):10	1, 3
A 57. What identifying information do children carry with them during off-site activities? Does it include the name and phone number of the program, but not the children's names?		70-20(5)(f):10	1, 3
A 58. If you offer swimming activities, do caregivers remain at the pool with the children during the activity?		70-20(6):10	2
Notes:			